



<b>Job Title</b>	<b>Assistant City Auditor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>19794</b>

### Class Specification – Assistant City Auditor

#### Summary Statement:

The purpose of this position is to practically and prospectively ensure the Office of the City Auditor is effective in accomplishing its mission and requirements described in City Code. Assists the City Auditor in directing, managing, supervising, and coordinating the activities and operations of the City Auditor's Office; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the City Auditor. This is accomplished by taking direction from the City Auditor to oversee all aspects of office responsibilities including personnel, operational and strategic goals, objectives, and fulfillment activities.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Staff oversight including selection; annual training and performance plans; and employee development and evaluations. Manages and directs office administration for planning, project, supervision, and staff communication; develops and maintains policy manual and quality assurance program; and develops, initiates, and oversees strategic planning. Anticipates needs of the office including employee motivation and satisfaction, efficiencies and effectiveness; and develops internal reporting and analysis of office productivity.
43%	Manages, supervises, and coordinates audit operational activities; completes annual audit planning and assignments; financial, performance, and IT staff auditing services and activities; approves audit plans and work programs; analyzes complex problems and identifies solutions; and participates in the development and communications regarding audit results. Ensures auditing operations are in compliance with audit standards. Establishes and maintains effective working relationships. Applies an understanding of the businesses being audited, business culture, and audit tools to audit activities.
10%	Participates in committees and professional organizations and utilizes the information obtained to understand vision and challenges of audit; provides professional direction regarding audit and control issues; and remains current on audit standards.



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5%	Attends key executive meetings and communicates with key stakeholders for continuous improvements of the audit process; meets with department managers to better understand the business and related risks and how they are being addressed; and develops professional relationships with management to improve idea sharing and support goals and objectives.
2%	Continues professional education, personal development and certifications to enhance credibility and recognition.

### **Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administration, accounting, or related field.

**Experience:** Five years of full-time responsible experience in accounting and auditing procedures.



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**Certifications and Licenses:** Must possess or be able to acquire one of the following certifications and/or licenses.

Certified Internal Auditor (CIA)	Required
Certified Public Accountant (CPA)	Required
Certified Fraud Examiner (CFE)	Required
Certified Information Systems Auditor (CISA)	Required
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard Office Equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, ACL, TeamMate, and other data mining software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2014